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|---|--|---------------------------------|---------------------|--|----------------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 3 | | |
| 2. AMENDMENT/MODIFICATION NO. 0001 | | 3. EFFECTIVE DATE 04/03/2014 | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-14-00456 | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| | | | | 9B. DATED (SEE ITEM 11) | | | |
| | | | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$500,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds (APR 1984) |

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
COR: Patrina Lucas / 202-564-2705 / lucas.patrina@epa.gov
Max Expire Date: 11/30/2015

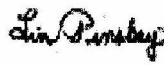
LIST OF CHANGES:

Reason for Modification: Funding Only Action

The purpose of this modification is to incrementally fund the Base Year period in the amount of \$500,000.00. Base Year funding increased from \$550,000.00 by \$500,000.00 to \$1,050,000.00. All other terms and conditions remain unchanged.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lin Pinskey | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. DATE SIGNED 4/03/2014 | ELECTRONIC SIGNATURE  |

| | | | |
|---------------------------|---|------|----|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0001 | PAGE | OF |
| | | 2 | 3 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: \$500,000.00</p> <p>Incremental Funded Amount changed from \$550,000.00 to \$1,050,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-TC-85AR-ZZZGF5-2512-LHCMSC00-14854AR010-001 Beginning FiscalYear 13 / Ending Fiscal Year Fund (Appropriation) TC / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 / Cost Organization</p> <p>DCN-LineID 14854AR010-001 Amount: \$1,967.50</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-T-85AR-ZZZGF5-2512-LHCM0000-14854AR010-002 Beginning FiscalYear 13 / Ending Fiscal Year Fund (Appropriation) T / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCM0000 / Cost Organization</p> <p>DCN-LineID 14854AR010-002 Amount: \$52,948.69</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-TC-85AR-ZZZGF5-2512-LHCM0000-14854AR010-003 Beginning FiscalYear 13 / Ending Fiscal Year Fund (Appropriation) TC / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCM0000 / Cost Organization DCN-LineID 14854AR010-003 Amount: \$141,833.81</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR010-004 Beginning FiscalYear 14 / Ending Fiscal Year 15 Fund (Appropriation) B / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 / Cost Organization</p> <p>DCN-LineID 14854AR010-004 Amount: \$3,032.50</p> <p>Continued ...</p> | | | | |

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3 3NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-85AR-ZZZGF5-2512-LHCM0000-14854AR010-005 Beginning FiscalYear 13 / Ending Fiscal Year 14 Fund (Appropriation) B / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCM0000 / Cost Organization</p> <p>DCN-LineID 14854AR010-005 Amount: \$38,628.16</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR010-006 Beginning FiscalYear 14 / Ending Fiscal Year 15 Fund (Appropriation) B / Budget Organization 85AR Program (PRC) ZZZGF5 / Budget (BOC) 2512 Job # (Site/Project) LHCM0000 / Cost Organization</p> <p>DCN-LineID 14854AR010-006 Amount: \$261,589.34</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

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2. AMENDMENT/MODIFICATION NO.

0002

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

PR-OARM-14-00437

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

UNISSANT, INC.

12310 PINECREST ROAD

SUITE 202

(b)(4)

RESTON VA 201911653

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-14-002

10B. DATED (SEE ITEM 13)

11/26/2013

CODE

(b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$291,827.20

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

X

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

FAR 52.243-3 Changes - Time and Material or Labor-Hours; FAR 52.232-7 Payments under Time and Materials..

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modificatoion is for the following purposes:

1) To expand the scope of this contract, as further described in the Performance Work Statement dated 6/11/2014 (see attachment 6).

2) To increase the total value from \$3,999,996.60 by \$291,827.20 to \$4,291,823.80.

3) To increase the NTE Labor Hours for Line Item 1 (Base Period 12/01/2013 through 11/30/2014) from 13,450 by 1,792 to 15,242.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Brent Maravilla

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16

ELECTRONIC
SIGNATURE

16C. DATE SIGNED

06/17/2014

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0002 | PAGE OF 2 35 |
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NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>4) To add incremental funding in the amount of \$291,827.20</p> <p>5) To add FAR 52.232-7 52.232-7 Payments under Time-and-Materials and Labor-Hour Contracts (FEB 2007) - Incorporated by Reference</p> <p>The vendor's proposal dated 5/28/2014 (see attachment 7) is hereby accepted. The document from the Small Business Administration allowing a within-scope modification (see attachment 8) is incorporated.</p> <p>Max Expire Date: 11/30/2015</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>Total Amount for this Modification: \$291,827.20</p> <p>New Total Amount for this Version: \$2,291,825.00</p> <p>New Total Amount for this Award: \$4,291,823.80</p> <p>Obligated Amount for this Modification: \$291,827.20</p> <p>New Total Obligated Amount for this Award: \$1,341,827.20</p> <p>Incremental Funded Amount changed: from \$1,050,000.00 to \$1,341,827.20</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Description changed from Base Period - POP: 12/01/2013 through 11/30/2014</p> <p>NTE Labor Hours: 13,450 to Base Period - POP: 12/01/2013 through 11/30/2014</p> <p>NTE Labor Hours: 15,242</p> <p>Total Amount changed from \$1,999,997.80 to \$2,291,825.00</p> <p>Obligated Amount for this modification: \$291,827.20</p> <p>Incremental Funded Amount changed from \$1,050,000.00 to \$1,341,827.20</p> <p>CHANGES FOR DELIVERY LOCATION: OARM/OHR DC</p> <p>Amount changed from \$1,999,997.80 to \$2,291,825.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>13-TC-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-001</p> <p>Beginning Fiscal Year 13</p> <p>Ending Fiscal Year</p> <p>Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0002 | PAGE | OF |
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NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | Fund (Appropriation) TC Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR011-001 Quantity: 0 Amount: \$611.85 Percent: .03059 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 13-TC-85AR-ZZZGF5-2512-LHCM0000-14854AR011-002 Beginning FiscalYear 13 Ending Fiscal Year Fund (Appropriation) TC Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 14854AR011-002 Quantity: 0 Amount: \$60,573.47 Percent: 3.02868 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-003 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR011-003 Quantity: 0 Amount: \$943.04 Percent: .04715 Subject To Funding: N Payment Address: Continued ... | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0002 | PAGE 4 OF 35 |
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NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR011-004 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 14854AR011-004 Quantity: 0 Amount: \$93,361.64 Percent: 4.66809 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-005 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR011-005 Quantity: 0 Amount: \$545.34 Percent: .0238 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR011-006 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0002 | PAGE 5 OF 35 |
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NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>Cost Organization DCN-LineID 14854AR011-006 Quantity: 0 Amount: \$53,989.54 Percent: 2.35574 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-007 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR011-007 Quantity: 0 Amount: \$818.02 Percent: .03569 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCM0000-14854AR011-008 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 14854AR011-008 Quantity: 0 Amount: \$80,984.30 Percent: 3.53362 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Continued ...</p> | | | | |

CONTINUATION SHEET

 REFERENCE NO. OF DOCUMENT BEING CONTINUED
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 NAME OF OFFEROR OR CONTRACTOR
 UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US | | | | |

**U.S. Environmental Protection Agency's PeoplePlus Human Resources and Systems
Operation Support and Human Resources Line of Business Services**

EP-W-14-002

PERFORMANCE WORK STATEMENT (PWS)

**Attachment 6
6/11/2014**

1. TITLE:

PeoplePlus Human Resources and Systems Operation Support and Human Resources Line of Business (HR LoB) Services for the Office of Human Resources (OHR) Information Technology Division (ITD).

2. PERIOD OF PERFORMANCE:

Base Year: 12/01/2013 through 11/30/2014
Option Year: 12/01/2014 through 11/30/2015

3. CONTRACT ADMINISTRATION

Contracting Officer:

Carlen (Lin) Pinskey
Email: pinskey.lin@epa.gov
Phone: 202-564-4394

Contract Specialist:

Jennifer Scharrer
Email: scharrer.jennifer@epa.gov
Phone: 202-564-0840

Contracting Officer's Representative (COR):

Patrina Lucas
Email: lucas.patrina@epa.gov
Phone: 202-564-2705

Alternate Contracting Officer's Representative (ACOR):

Sharon Hilliard
Email: hilliard.sharon@epa.gov
Phone: 202-564-0969

The COR(s) named above is/are the primary representative of the Contracting Officer. An alternate or other COR may be designated and if so, shall be approved by the Contracting Officer and named through a modification to this order. As such, the Order COR and/or Alternate COR(s) shall: (1) only provide information of a general nature necessary in performance of this order, (2) be responsible for inspection and acceptance of the services for the certification of the invoices, (3) NOT issue any technical

**U.S. Environmental Protection Agency's PeoplePlus Human Resources and Systems
Operation Support and Human Resources Line of Business Services**

EP-W-14-002

PERFORMANCE WORK STATEMENT (PWS)

direction which changes or modifies the scope of work or alters the period of performance.

4. PURPOSE:

The Contractor shall provide all services, materials, supplies, supervision, labor, and equipment, except that specified as government furnished, to perform Human Resources and System Operation Support services for the Office of Human Resources' Information Technology Division (ITD). The Contractor shall provide services in accordance with the terms, conditions, and specifications of this contract. In accordance with the requirements outlined in the PWS, the period of performance for this contract consists of one base year period with an additional one year option period.

During the period of performance base year EPA is nearing the end of the migration stage for the Human Resources Line of Business initiative scheduled for June 2014. EPA is migrating the Human Resources and Payroll functions to a Federal Shared Services Center (SSC), Department of Interior - Interior Business Center's (IBC) Federal Personnel/Payroll System (FPPS). The migration date was originally scheduled for March 2014 but due to the effect of the Federal Shutdown a June 2014 implementation date has been established.

This contract will outline the various support and services that are required to manage OHR/ITD's production activities of PeoplePlus, preparation for migration to IBC and post-migration activities.

Background

4.1 Organizational Structure

The Information Technology Division (ITD) is a component of the Office of Human Resources (OHR) within the Office of Administration and Resources Management (OARM). The Office of Human Resources is located in Washington, DC at EPA's Headquarters site in the Federal Triangle complex; the office consists of six divisions: Human Capital Management, Employee Development and Services Division, Human Resources Policy Division, Headquarters Operations Division, Executive Resources Division and Information Technology Division.

This contract will focus on current production operations of the PeoplePlus system, which is pre-migration; migration support, and post-migration activities and Human Resource system Human Resources Line of Business migration technical support services. These services are supported by the Information Technology Division.

4.2 Information Technology Divisions' Functions

ITD is responsible for Information Technology (IT) planning, development and support for human resource services that affect EPA staff Agency-wide. The Director of Information Technology Division is the principal advisor to the Director of the Office of Human Resources on all major human resources technology systems and internal IT support and operations. The Director maintains close coordination with other pertinent EPA offices involved in IT development and provides input to Agency human resources information systems technology.

**U.S. Environmental Protection Agency's PeoplePlus Human Resources and Systems
Operation Support and Human Resources Line of Business Services**

EP-W-14-002

PERFORMANCE WORK STATEMENT (PWS)

The ITD provides national leadership in conceptualizing and developing strategic systems to automate human resources at EPA. This includes conducting system research to determine applicability of automating a full range of human resource (HR) information and processes, including but not limited to:

- Direct access to HR information by line managers and HR professionals
- Employee self-service systems and/or electronic applications
- Modeling capabilities to support strategic decision-making
- Workforce analysis support
- Serves as the liaison with the Office of Environmental Information and Office of the Chief Financial Officer on IT issues and concerns
- Provides national leadership in the deployment, implementation, management and maintenance of human resources management systems
- Provides for systems budget formulation and contract oversight
- Support OHR/ITD with Human Resources Line of Business migration technical tasks

4.3 Management

4.3.1 Contracting Officer

The term Contracting Officer (CO) is used throughout this document. The term CO refers to the only person with the authority to obligate government funds and enter into, administer, terminate contracts. The CO will designate a specific technical representative, henceforth designated as the Contracting Officer Representative (COR) who may delegate contract oversight and technical work approval authorities to specific government personnel as approved by the CO.

4.3.2 Manager and Key Personnel

The Contractor shall provide one PM who shall be responsible for the overall management and coordination of the work effort included in this PWS and shall act as the central POC with EPA management. The PM shall attend and participate in scheduled and unscheduled meetings to provide effective communication and discuss necessary information relevant to the terms and conditions of the award. These meetings may be held at on-site or off-site locations. The Contractor shall appoint an alternate to act for the PM if the PM will be unavailable for any reason. The Contractor shall notify the COR in advance of such appointment stating the period of time the alternate will be in place. The CO shall be notified in writing within five (5) business days of any changes in the individuals designated as key personnel.

4.3.3 Funding

This Contract will be incrementally funded.

4.3.4 Pricing

Contractors should provide an estimate of the amount of labor hours and cost to perform this work based on a period of performance of a base year and one award term year. All work shall be performed as a Labor Hour type task order with a fixed blended hourly rate per labor category, times the amount of hours required to support this level of effort for both on and off site locations. The "blended" rate is for the purpose of accommodating the contractor to work both on and off site. Other Direct Costs will be invoiced based on actual costs.

**U.S. Environmental Protection Agency's PeoplePlus Human Resources and Systems
Operation Support and Human Resources Line of Business Services**

EP-W-14-002

PERFORMANCE WORK STATEMENT (PWS)

4.3.5 Contract Type

All work shall be performed as a Labor Hour type task order with a fixed blended hourly rate per labor category, times the amount of hours required to support this level of effort for both on and off site locations.

4.4 Transition Support

4.4.1 Close-out Plan

Upon completion of this contract, the Contractor will be required to develop a close-out plan. The close-out process should be performed in an orderly manner that will not disrupt day-to-day operations. The Contractor shall implement procedures to address at a minimum the following:

- Train and transfer contract task and responsibilities to the successor
- Prepare a complete inventory of government owned equipment
- Ensure all system documentation, including training manuals, Standard Operating Procedures (SOP), user and technical guides, have been provided to the COR
- Reconciliation of all financial accounts, requisitions, and work-in progress

The plan shall be submitted to the COR and Contracting Officer two (2) months prior to the contract completion date. All modifications to the plan shall be sent to the COR and Contracting Officer for approval prior to implementation.

4.4.2 Outgoing Transition

In accordance with this Contract, the Contractor shall provide a plan for 120 days of outgoing transition for transitioning work from an active contract to a follow-on contract/order or Government entity. This transition may be to a Government entity, another Contractor or the incumbent Contractor under a new contract/order. In accordance with the Government approved plan, the Contractor shall assist the Government in planning and implementing a complete transition from this order to a successor provider. This shall include formal coordination with Government staff and successor staff and management. It shall also include delivery of copies of existing policies and procedures, and delivery of required metrics and statistics. This transition plan shall include, but is not limited to:

- Availability of Key Resources
- Timelines/Milestones
- Coordination with Government representatives
- Review, evaluation and transition of current support services
- Review of current system processes
- Transfer of historic data to new Contractor
- Government approved training and certification process
- Transfer of hardware warranties and software licenses (if applicable)
- Transfer of all necessary business and/or technical documentation
- Transfer of compiled and un-compiled source code, to include all versions, maintenance updates and patches (if applicable)
- Orientation phase and program to introduce Government personal, programs, and users to the Contractor's team, tools, methodologies, and business processes

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- Disposition of Contractor purchased Government owned assets, including facilities, equipment, furniture, phone lines, computer equipment, etc.
- Transfer of Government Furnished Equipment (GFE) and Government Furnished Information (GFI), and GFE inventory management assistance
- Transfer of Documentation and Inventory
- Transfer of Comprehensive Security Plan
- Transfer of Confidential Business Information (CBI) and Chain of Custody Issues
- Applicable EPA debriefing and personal out-processing procedures
- Turn-in of all government keys, ID/access Cards, and security codes

4.5 General Administration

4.5.1 Project Management Meetings, Conferences, and Briefings

The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled on-site and off-site meetings, conferences, and briefings that relate to the contracted functions and services as directed by the COR. The meetings frequency may be weekly, monthly, or as otherwise required.

4.5.2 Responsiveness

The Project Manager (PM) or the designated alternate PM and contractors working off-site shall be available during normal core work hours 8:00 am – 4:30 pm, Monday through Friday, and shall be available for telephone communication with the Contracting Officer's Representative (COR) within 30 minutes during non-core hours for system emergencies. Mechanical or electronic answering services do not meet the requirements of this paragraph.

4.5.3 Attendance

The Project Manager shall attend all monthly project status meetings and other meetings as required by the COR. Meeting attendees shall at times include Contractor managerial or other personnel knowledgeable of the subject matter.

4.5.4 Reporting Requirement

Meeting and administrative reports shall be provided to the COR within the required time frame. The report shall include an overview of discussion, action items, decisions, issues, person assigned to task and any other pertinent information.

4.5.5 Monthly Status Report

The Contractor shall report all work accomplished under the Contract and shall furnish the workload data monthly to the COR in letter and electronic format by close of business on the designated date.

4.5.6 Invoices

The Contractor should include the category (i.e. PeoplePlus Operations and Maintenance (O&M) and Human Resources Line of Business (HR LoB)) total monthly hours per labor category, cumulative hours, fiscal year balance and period of performance on the monthly invoices.

4.5.7 Contractor Personnel Locator Report

The Contractor shall provide a report listing all Contractor employees. Personnel include Project Manager and individuals pre-designated to perform Project Manager's duties in their absence (e.g., illness,

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vacation, and travel) of the Project Manager, and those individuals responsible and their designated backup for managing and supervising the work in each functional area of the PWS.

This listing will be for the express purpose of enabling the Government to locate these key Contractor personnel during non-duty hours. The "Key Personnel Locator Report" will provide the following information pertaining to each key employee:

- Name
- Position and Functional Area
- Phone, Alternative phone

4.5.8 Access to Data and Information

The Contractor shall ensure that all Contractor-generated technical records, reports, files, and other documentation are made available to the COR and other authorized Government representatives during the performance of this Contract. Documentation shall be centrally located at the Contractor's on-site offices at EPA. The Contractor shall obtain COR approval before releasing any information that has been stored, generated, or archived related to this Contract to the Contractor's corporate or other off-site offices, to other Government activities or agencies, to other contractors, or to private parties.

4.5.9 Marking Proprietary Information

All records, files, reports, and data deemed proprietary by the Contractor should be clearly marked accordingly. The Government will make the final determination of the appropriateness of proprietary claims by the Contractor.

4.5.10 Agency Interest

The Contractor shall notify the COR immediately on matters within the scope of this contract, which affect ITD, government funds, or satisfactory performance of this contract.

4.5.11 Federal Holidays/Temporary Closure of EPA Facilities (EPA-H-42-103)

(a) (1) The Environmental Protection Agency observes the following days as federal holidays. The term "Federal holidays" as used in this clause shall mean only the following enumerated days and any other days hereafter declared National holidays by the President of the United States. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

| | |
|-------------|---------------------------------------|
| January 1 | New Year's Day |
| January | Third Monday - Martin Luther King Day |
| February | Third Monday - Washington's Birthday |
| May | Last Monday - Memorial Day |
| July 4 | Independence Day |
| September | First Monday - Labor Day |
| October | Second Monday - Columbus Day |
| November 11 | Veterans Day |
| November | Fourth Thursday - Thanksgiving Day |
| December 25 | Christmas Day |

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(2) Holiday observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in the contract.

(b)(1) EPA may close an EPA facility for all or a portion of a business day as a result of:

- i. Granting administrative leave to non-essential EPA employees (e.g., unanticipated holiday);
- ii. Inclement weather;
- iii. Failure of Congress to appropriate operational funds;
- iv. Any other day designated by Federal law, Executive Order or Presidential Proclamation; or
- v. Other reason as determined by the EPA (e.g., designated furlough day for federal workers).

(2) In such cases, contractor personnel not determined by the CO to be exempted (e.g., not performing mission-critical round-the-clock services/tasks) who are not already on duty at the facility shall not report to the facility. Such Contractor personnel already present shall be dismissed and shall leave the facility.

(3) The Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of mission-critical services/tasks already in operation or scheduled for performance during the period in which EPA employees are dismissed, and shall be guided by any specific instructions of the CO or his/her duly authorized representative. In formulating instructions the CO or authorized representative may consider recommendations from regional/local EPA facilities management/operations staff.

(c) When Contractor personnel services are not required or provided due to closure of an EPA facility as described in paragraph (b), the contract price will be adjusted as follows:

(1) For fixed-price contracts, deductions in the Contractor's price will be computed as appropriate for the particular firm fixed price contract in question, e.g.,

(i) The deduction rate in dollars per day will be equal to the per-month contract price divided by 21 days per month. In this example, the 21-days-per-month figure was calculated as follows: $365 \text{ calendar days/year} - 10 \text{ Federal holidays} - 104 \text{ Saturdays/Sundays} = 251 \text{ days/12 months} = 20.92 \text{ days/month}$, rounded up to 21 days/month

(ii) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will be made by the CO to ensure that the contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, EPA shall not reimburse, as direct costs, salaries or wages of contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

(d) The contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site unless otherwise instructed by the CO.

4.5.12 Hours of Operation

The Contractor may be physically located on-site at 1200 Pennsylvania Avenue, NW Washington, DC or off-site. The Contractor's primary standard hours of operation shall include core time of 8:00 am to 4:30 pm, Monday through Friday. The Contractor may be required to work during non-core hours to complete a project and/or provide support during an emergency. The COR must approve all non-core hours.

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4.5.13 Government Property

4.5.13.1 Furnished Space and Equipment - The contractor shall have access to EPA/ITD facilities during duty hours to perform tasks in accordance with this PWS. Government furnished space, equipment, hardware, and software will be provided to the contractor to perform the duties in accordance with this PWS. The contractor shall notify the Contracting Officer Representative (COR) immediately when any equipment breakdown occurs.

4.5.13.2 Government Data and Files

All data and files produced in support of this contract and all corresponding hard copy EPA record material are the sole property of the U.S. Government. While in control of the contractor, during data processing, and prior to delivery, all Government material shall be stored by the contractor in strict adherence with these requirements.

4.5.14 Emergency Situations

Emergency situations and contingency operations at EPA may require the Contractor to operate at times not considered normal operating hours, as directed by the COR. This normally involves utility outages, weather driven contingencies, or any work involving support for significant EPA technical and administrative services.

4.6 Quality Control and Quality Assurance

The Contractor shall ensure that the requirements of this Contract are met at the timeliness and quality levels specified by implementing a Contractor Quality Control Program. Contractor Quality Control is a contract delivery. The Government will validate the Contractor's Quality Control Program through its own Quality Assurance Surveillance Program.

4.6.1 Performance Evaluation Meetings

The Contractor's Site Manager shall meet periodically with the COR and the Government Quality Assurance Evaluator (QAE) to review Contract performance. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the COR and the Contractor will discuss Contractor's performance as viewed by the Government and particularly the reconciliation of the Government's Quality Assurance Inspection Findings with the Contractor's own Quality Control findings. The COR will take appropriate action to resolve outstanding issues. A mutual effort shall be made by the Contractor and COR to resolve any and all problems identified. Performance problems beyond the COR's control will be brought to the attention of the Contracting Officer.

4.6.2 Government Quality Assurance

The COR and Government QAEs will inspect for compliance with Contract terms throughout the Contract period. The Government will monitor the Contractor's performance under this Contract by performing checks in accordance with Attachment 3 to this contract, entitled 'Surveillance Plan'. Typical procedures include random sampling, planned sampling, scheduled inspections, incidental inspections, and validated customer complaints.

4.6.3 Responsibility for Rework

The Contractor shall be responsible for the cost of rework when the cause of the rework is the fault of the

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Contractor, Contractor employees, or subcontractors engaged by the Contractor. The Contractor shall be responsible for documenting costs associated with the rework to include direct labor costs, material costs, and subcontractor costs. The Contractor shall ensure that these costs are not charged to the Government.

4.7 Security and Privacy

4.7.1 Security Clearance/Background Checks

Clearance Required: All personnel must have a National Agency Check and Inquiries (NACI). Homeland Security Presidential Directive-12 (HSPD-12) is a Federal Government wide initiative to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to contractors and their employees.

Upon award, the Contractor shall submit a completed HSPD-12 form to provide information to the contract-level Contracting Officer Representative (i.e., Project Officer) to initiate the badging process. This requirement applies to contractor and subcontractor employees requiring access to EPA facilities or EPA information systems. If there is a requirement for contractor or subcontractor employees to have on-site access for at least 24 hours a week for at least 6 months a year they will be required to undergo a background investigation in order to receive an EPA Personnel Access and Security System (EPASS) badge.

The template was developed to assist in providing a uniform format for the transmission of the required contractor employee information. The template contains drop down menus when entering data in various data cells, i.e. Employee Type, Program Office, Work City and State, Birth State, Birth Country, Citizenship, Previous Investigation and Investigative Agency. *Right click* on "Contract People Template" to open the template or type the web address <http://www.epa.gov/oam/tempxls.xls> in a browser.

Please see Attachment 2, 'Personal Identity Verification (PIV) Procedures for Contractor Personnel.'

Also, please review Executive Order: Amending Executive Order 12989 <http://edocket.access.gpo.gov/2008/pdf/08-1348.pdf> which discusses new requirements regarding the use of Department of Homeland Security's E-Verify. E-Verify Home Page is located at Department of Homeland Security – U.S. Citizenship and Immigration Services website.

4.7.2 Identification Badges

Contractor personnel shall carry identification badges at all times when performing work under this contract or while in Government facilities and shall ensure that the badge is displayed at all times in accordance with local protocol. The Contractor shall not misuse his/her badge authority to solicit services from other EPA offices. The Government will collect the badges upon completion of services and or voluntary/unexpected terminations.

4.7.3 Physical Access

The Government will issue keys and/or door codes to contract personnel as appropriate for each facility. All keys will be issued to individual employees and not transferable. The Contractor shall maintain records to ensure accountability of keys. The Contractor is responsible for ensuring that keys are not lost or used by unauthorized persons. The Contractor shall not duplicate Government keys unless authorized

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by the Government. Upon termination, the employee shall immediately return his/her identification badge and keys to the Government.

4.7.4 Contractor Personnel Security Requirements 1752.204-70 (Jan 2008)

Contractors are responsible for the security, integrity and appropriate authorized use of their systems interfacing with the Government and or used for the transaction of any and all Government business. The Government, through the Government's Contracting Officer, may require the use or modification of security and/or secure communications technologies related to Government systems access and use.

4.7.5 Protecting Personally Identifiable (PII)

This clause applies to contractor personnel and addresses specific OPM requirements in addition to those included in the Privacy Act of 1974 (5 U.S.C. 552a - the Act). The following should not be construed to alter or diminish civil and/or criminal liabilities provided under the Act.

<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-16.pdf>

4.7.5 EPA Standards and Federal Policy

The Contractor must abide by all EPA regulations, policies, and procedures while in effect during the contract period of performance. As a minimum, the Contractor shall conform to and abide by the following:

Federal Policies and Regulations:

| | |
|--|--|
| Government Paperwork Elimination Act (GPEA) | <u>http://www.whitehouse.gov/omb/inforeg/gpea_progress_rp_t2003.pdf</u> - 155.2KB |
| Records management guidance for agencies implementing electronic signature technologies | <u>http://www.whitehouse.gov/omb/memoranda/m00-15.html</u> - 29.6KB |
| Information Technology Management Reform Act | <u>http://www.whitehouse.gov/omb/memoranda/m97-07.html</u> - 29.3KB |
| Electronic Signatures in GLOBal and National Commerce Act (ESIGN) | <u>http://www.whitehouse.gov/omb/memoranda/m00-15.html</u> - 29.6KB |
| Section 508 Compliance | <u>Http://www.access-board.gov/sec508/508standards.htm</u> |
| Government Information Security Reform Act | <u>http://www.whitehouse.gov/omb/memoranda/m01-08.pdf</u> |
| Federal Information Processing Standards Publications (FIPS PUBS) | <u>http://www.itl.nist.gov/fipspubs/</u> |
| Privacy Act Policies | <u>http://www.whitehouse.gov/omb/memoranda_m01-05/</u> |

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| | |
|--|--|
| OMB Circular A130 | http://www.whitehouse.gov/omb/circulars/a130/appendix_ii.pdf - 57.7KB |
| OMB Memorandum on Agency Architecture Development | http://www.whitehouse.gov/omb/memoranda/m97-16.html |
| OPM Migration Planning Guidance | http://www.opm.gov.edgekey.net/egov/documents/MPG/index.asp |
| FEMA Guidance for COOP | http://www.fema.gov/pdf/library/fpc66.pdf |

EPA Policy and Procedures:

| | |
|---|---|
| Information Technology Architecture Roadmap (ITARM) | http://basin.rtpnc.epa.gov/ntsd/ITARoadmap.nsf |
| EPA Privacy Policy | http://intranet.epa.gov/oei/imitpolicy/qic/pdfs/cio2151.0.pdf |
| EPA Web Guide | http://www.epa.gov/webguide/index.html |
| Agency Network Security Policy Order Number 2195.1A4 | http://intranet.epa.gov/rmpolicy/ads/transorders.htm |
| Flexiplace Policy – EPA Order 3180 | http://intranet.epa.gov/ohr/rmpolicy/hr/3180.pdf |

5. TASKS:

This contract will focus on Human Resource system support services, which is supported by the Information Technology Division. During EPA Human Resources and Payroll migration phase up to 'Go-Live' to IBC FPPS, the Contractor will provide PeoplePlus Operation and Maintenance services and Human Resources Line of Business support. Once EPA is 'Live' in IBC FPPS, the contractor's primary responsibility will be to provide support for historical data migration and PeopleSoft decommissioning as defined in the respective project plan(s), and to provide routine reporting support via PeoplePlus until such time as PeopleSoft is no longer the Agency's authoritative support for all data and is decommissioned. Additionally, the contractor shall provide any operations and maintenance support that is required to ensure the PeopleSoft continues to operate and provide data until it is decommissioned.

DURING MIGRATION TO GO-LIVE TO IBC

If the scheduled June 2014 migration is not met, the contractor will continue providing OHR/ITD Operational and Maintenance services and support.

(a) PeoplePlus Tasks (O&M/Optional)

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- O&M of Production
- Generate Reports
- Update and Monitor O&M Interface Files
- Analyze Issues' Root Causes, recommend and implement approved solutions
- Apply System Regulated Customization and Upgrade
- Follow and Maintain Configuration Management
- Maintain and support PeoplePlus Human Resources Infrastructure and data administration
- Create and Maintain all Operation, System and User Documentation
- Provide Required Status Updates

(b) HR LOB Tasks

- Map and Convert Data Interfaces
- Analyze Data Errors (Optional)
- Capture, Verify and Export Historical to IBC

AFTER 'GO LIVE' TO IBC

- Migrate EPA's Human Resources (HR) historical data in PeoplePlus to IBC's Datamart
- Generate HR reports with historical and current data stored in IBC's Datamart
- Decommission PeoplePlus

Task 1 Project Management (O&M/Optional)

The Contractor shall manage the scope, schedule and cost of all activities in accordance with the PWS and the Contractor's approved Work Plan. The schedule shall conform to EPA schedules for system modifications, interfaces and migrations as identified in this PWS. The Contractor shall plan, manage and perform all contract activities in accord with both project management and system development best practices.

Subtask 1.1 Project Planning and Management

The Contractor shall manage all work conducted under this contract, including project planning and scheduling, staffing, quality assurance, configuration management, risk and issue management and financial management, earned value management, progress and status reporting.

The Contractor shall staff the project with an appropriate number of highly qualified staff in order to satisfy program objectives, and organize this staff to maximize efficient sharing of the workload, effective communications, and knowledge transfer and re-use.

The Contractor shall establish a formal team responsible for efficient and effective administration and control of all work performed under this contract. The Contractor shall ensure that a clear line of project authority exists among all organizational elements (including subcontractors) and shall establish roles, responsibilities, and reporting requirements for each organizational element. The Contractor shall ensure that adequate resources are dedicated to satisfy the requirements of any planned activity. The Contractor's *program organization shall be adequately flexible to respond rapidly to changes as the program evolves.*

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Work will be performed at the EPA Headquarters site at Federal Triangle, Washington, DC or off-site with remote access via AAA token.

The Contractor shall maintain Project Management Plan's (PMP) for all major projects. The PMP shall describe activities and detail work products and deliverables to be provided during the base year of the contract. The PMP shall detail the Contractor's organization and management processes. The Contractor shall maintain the PMP as required. Updates will be made on an as-required basis to reflect changes and updates in particular management processes or changes in Government requirements.

The Contractor shall deliver and maintain an integrated Master Project Plan (MPP) in Microsoft Project. The MPP shall include the higher levels (to the 4th level at a minimum) of the contract Work Breakdown Structure (WBS), contract and government milestones, activity start and completion dates, deliverable due dates, as well as dependencies among WBS activities. The Contractor shall also develop and maintain detailed project schedules and staffing plans for each of the major projects and activities to be performed by the Contractor during the base year of the contract. The master and detailed program schedules shall be developed in coordination with the government and shall be maintained on a regular basis. Detailed project schedules will be reviewed with EPA staff on a regular basis and will be maintained in a central location for shared access by all EPA and Contractor personnel. The Contractor shall develop and maintain detailed project plans for each major activity or project identified on the MPP.

Subtask 1.2 Status Reporting and Communications

The Contractor shall provide regular status reports, including weekly project status reports, monthly status and system reports (i.e. performance, backups, system availability, and storage capacity) and other information required by the government to support the performance objectives as outlined in this PWS.

The monthly status reports, at a minimum should include, status of task orders in progress; financial and schedule status; staffing requirements and issues; review of milestones; issues and risks; technical accomplishments; and planned activities.

The Contractor shall continue to provide weekly status reports summarizing progress against planned activities for the week. The weekly report shall be made available on the day specified by the COR.

Task 2 Information Technology Support Services

Subtask Task 2.1 PeoplePlus System

The Environmental Protection Agency's personnel and Time and Labor functions are performed by the Agency's PeoplePlus system. PeoplePlus is an integrated application that uses Oracle's PeopleSoft Human Resource, Benefits, Time and Labor modules. EPA's Office of the Chief Financial Officer (OCFO) and the Office of Administration and Resource Management (OARM) implemented PeoplePlus in October 2004.

PeoplePlus is the Agency's centralized system for HR and employee benefits data. It is the official repository for HR data on employees, positions, and organizations. It is the core of human resource activities that support human capital management.

PeoplePlus HR (PPL HR) application is a solution for managing an employee's entire lifecycle. It automates many of the administrative tasks that occupy a great deal of time, allowing HR staff to focus on

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core business functions. By streamlining certain administrative tasks, human resource managers can focus on strategic activities such as recruitment, workforce planning, and competency management to align employee skills with organizational objectives.

PeoplePlus is the backbone of personnel administration; it has automated tasks such as time and labor processing, benefits administration, pay/step and grade administration, history/turnover analysis and position control. The system allows staff to perform routine HR processes in a more efficient and timely manner. They are able to access the information immediately and generate reports to make informed management decisions. The application streamlines the routine activities and brings consistency and clarity to HR processes and procedures.

- The PeoplePlus system provides the following benefits to the Agency:
- Ability to record, review and approve time and attendance information online
- Standardized and easier access to human resources data, reporting, and decision- making processes
- Increased system flexibility to readily adapt to changing needs and requirements
- Effective and efficient infrastructure to integrate with other Federal and Agency administrative and programmatic systems
- Reduced operating cost
- Increased system flexibility to more easily adapt to changing needs and requirements both within and outside the Agency
- Improved systems security and data integrity
- Reduced administrative burden for staff involved in Time and Labor and human resource operations.

This contract supports the Human Resources functionality of PeoplePlus which is based on PeopleSoft HRMS-Federal (version 8.3 or version 8.9) and is integrated with PeopleSoft Time and Labor modules.

Ongoing support for PeopleSoft will continue until the scheduled June 2014 "Go Live" date for IBC's FPPS. Should this date not be met, ongoing PeoplePlus will continue until such time as EPA completes the migration.

Subtask 2.1.1 Goals and Objectives

The scope of the PPL-HR contract will cover the HR portion of operations and maintenance (O&M). The main goals of this contract are as follows:

- Ensure the availability and reliability of the PPL development environment.
- Complete all efforts to plan, analyze, design, implement and deploy fixes and/or enhancements to the production human resources management system.
- Provide improved support for the preparation and dissemination of reports management
- Review, analyze and interpret changes to laws and regulations that affect HR supported systems.
- Maintain the Enterprise Human Resource Integration (EHRI) interfaces such as eOPF, CPDF, and e-Training.

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Subtask 2.2 Information Technology (IT) Support Services (Operations & Maintenance)

The required IT support services cover operations and maintenance work that is needed to sustain the PeoplePlus system. The following tasks must be performed at an acceptable level throughout the term of the contract.

Subtask 2.2.1 Maintain PeoplePlus Human Resource System

Operations and maintenance support for PeoplePlus includes the following areas: database administration, infrastructure support, report management, problem resolution system customization/upgrades and all PeoplePlus interfaces sent to OPM, DOL and DFAS updates and daily interface files.

Subtask 2.2.2 Database Administration

The Contractor shall perform PeoplePlus and Oracle database administration, which includes, but not limited to, archiving, upgrades, consistency checks, patches/fixes, maintaining indexes, performance tuning, retrieval functionality, migration, monitoring, replication issues, and space management.

Subtask 2.2.3 Infrastructure Support

The Contractor shall ensure that all PeoplePlus development systems remain available and operational, unless a scheduled shutdown is required for maintenance. The Contractor shall be responsible for backup and recovery activities including onsite and offsite storage of backup media. The Contractor shall be responsible for all monthly maintenance activities, including reboot, updates to software and firmware, replacement of defective hardware that was not a critical replacement during production hours, and any other maintenance activities deemed necessary to continue the smooth operations of PeoplePlus development systems. The Contractor shall operate, administer, and maintain the hardware and system and application software required to keep the PeopleSoft Development applications available for use by OHR and OCFO users as appropriate.

In addition, the Contractor shall monitor the life expectancy of the hardware and software and inform the COR if upgrades are needed to prevent equipment and software from being outdated and/or no longer supported by the vendor.

The Contractor shall be responsible for tracking key system metrics which indicate system availability, performance, usage, and capacity. Metrics should include system availability and system downtime; system response time (e.g., average user response time for each system); and system load, capacity and utilization (e.g., CPU, database, and memory utilization and capacity). These metrics, together with any planned and unplanned system events and activities, shall be tracked and provided to the government on a regular basis (either weekly or monthly).

The Contract will be required to use the following software to support the system: PeopleSoft, Quest Software (Toad and Stat) and Oracle.

Subtask 2.2.4 Report Management

The Contractor shall be responsible for developing, modifying, and executing new and existing HR reports for EPA staff agency-wide. HR reports will be generated in PeoplePlus using SQR programming

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or Query Manager. Therefore, the Contractor assigned to this task must understand PeopleSoft's HR PeoplePlus module and Datamart, IBC's Hyperion based system to in order to generate reports. This will include integrating present and historical data per request. This includes formatting the data statistically so that it can be displayed on the web or downloaded into a software package such as Excel. In addition, to generating and modifying reports, the Contractor shall support the overall reporting strategy for troubleshooting report issues, documenting report procedures and providing one-on-one and/or group training, if necessary. Specific responsibilities would include:

- Confer with HR staff to identify needs and recommend reporting solutions and strategies to more effectively serve HR staff as well as other agency employees.
- Interface with Human Resource personnel to evaluate business requirements for enhancements or modifications for reports.
- Review several existing PeopleSoft reports to identify and correct instances of inefficiency.
- Define functional specifications for new report enhancements, ad hoc and standard report requests.
- Respond to requests for ad hoc queries to meet the requirements of Human Resource management and staff.
- Assist in automating and streamlining processes to enhance information and report accuracy (e.g. converting a manual report to a scheduled process).
- Develop and maintain OHR departmental reports, forms and queries by extracting data from PeopleSoft tables using PeopleSoft query tool and SQR or from IBC's Datamart.
- Develop historical data reports that match Datamart reports when report requests overlap both systems, until data migration is complete.
- Create documentation to support any process changes associated with creating or modifying existing reports or data requests.
- Work with users to provide acceptance testing of new report features or systems enhancements.
- Recommend solutions to enhance the report process to prevent performance and degradation issues.

Subtask 2.2.5 Problem Resolution

The Agency uses HR PeoplePlus coordinators as the first tier support to address employee system and non-system HR issues. Contractor shall produce reports for HR community that identifies negative data anomalies (debt creations, TSP refunds, NTE expiration dates, daily edits. etc.). Most of the PeoplePlus HR coordinators are HR Specialists and there is at least one person assigned in HQ, and at least one in each SSC. If the HR PeoplePlus Coordinator is unable to resolve the issue then they will contact someone from the 2nd Tier support, PeoplePlus Customer Assistance Staff (PPL CAS). The PPL CAS resides in OHR's Information Technology Division; they provide technical and functional PeoplePlus HR assistance to the PeoplePlus HR coordinators. The Contractor shall troubleshoot and correct HR system problems received via Stat from the PPL CAS. Although PPL CAS is the second line of support, if problems cannot be resolved at this level, they are then escalated to Tier 3, which is the technical contract support staff. The technical contract staff is then required to analyze the ticket to determine whether the problem is caused by user error or system defect. If it is a system problem, the Contractor will recommend a solution and implement upon approval from the EPA Technical or Functional Lead.

Subtask 2.2.6 System Customization/Upgrade

The Contractor shall design, develop, code, test and deploy changes to the system as needed. System

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modifications may be required to satisfy customer request, new interfaces, software upgrades or to comply with new EPA/Federal HR policy. These system changes should comply with Section 508 and conduct research to ensure that the code complies with 36 CFR Part 1194 – Section 508 of the Rehabilitation Act (29 U.S.C. 794d). Contractor shall follow its established and documented approach to software development and use best practices to enhance the PeoplePlus HR application when addressing new requirements, known defects, and features approved by the government.

If PeoplePlus is upgraded to a more current version, the contractor shall provide assistance with the upgrade, as it affects OHR modules, and develop and execute a test plan that provides definitive results to qualify a “Go” decision. Test results shall be recorded and provided to the COR.

PeoplePlus maintenance activities after the IBC FPPS implementation will be restricted to only those activities that are required to ensure the PeoplePlus data can be successfully migrated to Datamart.

The Contractor shall provide functional and technical support with implementing the PPL workflow modules. The PPL workflow modules enable users to electronically route and process HR documents, truly implementing a comprehensive electronic office. HR documents can be approved and processed electronically implementing a complete end-to-end process.

Configuration management and version control shall be rigorously enforced on all components of the PeoplePlus application.

Subtask 2.2.7 Maintenance of EHRI Interfaces

The Enterprise Human Resources Integration (EHRI) is an e-government initiative that supports the President's Management Agenda. It will support human resources management across the Federal government at all levels. There are three main EHRI initiatives, eOPF, CPDF and e-Training. When fully implemented, EHRI eOPF will replace current Official Personnel Folder (OPF) with an electronic employee record, resulting in a comprehensive electronic personnel data repository covering the entire life cycle of one's Federal employment. EHRI replaces the current Civilian Personnel Data File (CPDF) transmission to Office of Personnel Management (OPM), and expands the transmission from 90 data elements to approximately 500 data elements covering human resources, payroll and training. In addition, to streamlining personnel data, the EHRI e-Training initiative will support the development of the Federal workforce and through simplified and one-stop access to high quality e-Learning products, tools, and services. In support of these initiatives, three interfaces were established in order to send and receive data from OPM. Modifications may be required if additional data needs to be transferred or received.

Maintenance of EHRI interfaces will continue to be supported by the contract until IBC FPPS implementation. If the scheduled June 2014 “Go Live” date is not met, the support will continue via PeoplePlus and this contract.

Subtask 2.2.8 Document Management

The Contractor shall maintain functional and technical requirements documentation for all PPL-HR systems, interfaces and migrations. The Contractor shall document and maintain requirements traceability throughout the system life cycle, including, but not limited to, technical and user work instructions, standard operating procedures, and business process functionality. Documentation should be kept up-to-date as system changes are incorporated.

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The Contractor will create and maintain documentation in the following areas:

- **PeoplePlus Human Resources Configuration Changes** - As changes and/or fixes are implemented in the system, the user documentation (i.e. work instructions and SOP's) should be updated to reflect the new system functionality. This documentation should also include any routine task, such as the annual Pay Adjustment Process document.
- **Systems** - The systems area provides detailed design, operation, and maintenance information about the systems architecture, applications, networks and platforms that comprise or support the PeoplePlus system. The documentation in this area should cover materials such as the system network design, interface design, technical operator's manuals and troubleshooting manuals, scripts and source code documentation. In addition, the Infrastructure Guide which includes capacity, performance, backup and server administration.
- **Training** - The training area provides documentation that will aid staff in training users on new or modified system features. The documentation should be clear and concise so that a HR Specialist and HR IT staff can use them for various training scenarios.
- **Maintenance Trends** - The maintenance trends area provides documentation on the historical usage, past performance, and problematic areas of the system and how to operate the applications used to track the system status. The maintenance information, usage tracking and statistics should already be available. It is the intent of this area that sufficient documentation exist for reasonably competent personnel to extract useful information from the maintenance trend area.
- **Configuration Management (CM)** - The CM area will include the Configuration Management Plan, Migration Standards and Procedures, STAT Upgrades and fixes, STAT Operational Procedures, STAT Application Configuration and STAT User Guide.

The Contractor shall keep in mind that the intent of assembling and producing these documents is to ensure the PeoplePlus system continues to function without interruption, especially during the migration to an e-government Shared Service Center provider. The Contractor must strive to provide documents that adequately cover the subject and can be easily understood.

Documentation support will continue to be supported by the contract until IBC FPPS implementation. If the scheduled June 2014 "Go Live" date is not met, the support will continue via PeoplePlus and this contract.

Subtask 2.2.9 Configuration Management

An effective Configuration Management (CM) process is necessary to maintain the integrity of the system throughout its development life cycle and facilitate communication about the system among PeoplePlus team members, users, and other supporting organizations. The Contractor shall use the PeoplePlus Configuration Management Plan as a guide to manage the development and migration of the configuration management activities associated with the system. The Quest Software application STAT will be used to record change request, track status, obtain approvals and control the configuration and movement of PeoplePlus objects.

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The Contractor will migrate daily STAT Customer Service Requests (CSRs) through development and testing environments, biweekly and emergency migrations to our production systems. The Contractor shall ensure there are no major errors and that migrations are completed in a timely manner. The Contractor shall continuously strive to implement, train, maintain, and provide best practice solutions and recommendations to improve the configuration management process.

The contractor shall follow the Configuration Management process that has been established between OARM and OCFO.

Task 3 Information Technology Support Services (Human Resources Line of Business)

The required IT support services cover Human Resources Line of Business (HR LOB) work that is needed to migration to an HR LOB Shared Services Center (SSC) which is IBC FPPS. Migration preparation will continue to be supported by the contract until IBC FPPS implementation. If the scheduled June 2014 "Go Live" date is not met, the support will continue via PeoplePlus and this contract. Prior to implementation there are several tasks for which the contractor provides support. The contractor shall develop Datamart reports that correspond to existing standard PeoplePlus reports and processes to ensure that they are developed and ready for use at the time of implementation, and develop interfaces/reports that are requested for specific applications that the Agency supports. The contractor shall also develop a cut-over checklist that will transition the Agency from the PeoplePlus operating environment to the IBC operating environment.

After implementation to the IBC suite of systems the contractor shall provide support for the technical infrastructure of the legacy PeoplePlus system which will support historical data migration and PeoplePlus reporting needs, and will also provide consultant and development support for Datamart reports for the HR community and Agency users.

The following tasks must be performed at an acceptable level throughout the term of the contract.

Subtask 3.1 Migration to an HR LOB Shared Services Center (SSC)

The Human Resources Line of Business (HR LOB) is an e-government initiative designed to centralize and standardize government-wide HR processes and systems to provide common core functionality to support the strategic management of Human Capital in a cost effective manner. This initiative, led by the Office of Personnel Management, is part of the President Management Agenda to provide Government-wide, cost-effective, standardized and interoperable human resource solutions addressing duplicative and redundant HR systems and processes across the Federal Government. This contract covers the HR LOB migration of core and non-core HR processes - personnel actions, benefits processing and labor/employee relations. The current migration plans scheduled "Go Live" target date is June 2014.

Assistance in data mapping and development of data load files based on the mapping between PeoplePlus and IBC FPPS will be required. The data load file(s) development will be an iterative process leading to successful data loads with IBC FPPS. Data errors reported by IBC FPPS will be analyzed to determine if change requests are needed to correct PeoplePlus to prevent future data load errors. Once established, the program(s) and file output(s) will be used to populate history in the Datamart. The Agency would like to create historical files covering the pay periods between July 2001, and the "Go Live" pay period or any other defined pay period. Other interfaces may be required if the Agency implements an internal

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Performance Management and Learning Management System prior to the migration.

The Contractor shall follow OPM's policies and guidelines and use best practices when performing and executing the major migration subtasks activities as documented in OPMs' Migration Planning Guidance:

Subtask 3.1.1 Data Mapping and Conversion

Confirm detailed data conversion mapping specifications provided by IBC, and develop data conversion programs, or application engine processes to build conversion files for consumption by IBC. HR file is a large fixed format personnel record data dump, containing employee data based on end of pay period values. Generated file will be transferred to IBC for test system loading and error analysis each pay period after development.

HR conversion program will also be used for population of historic data in Datamart as well.

Assist in data mapping confirmation between PeoplePlus and IBC FPPS to assure accurate system of record data is provided to IBC developers, and supporting tables at IBC match correctly.

Subtask 3.1.2 Data Errors Analysis

Analyze errors from iterative data loads at IBC and recommend strategies or production system changes to prevent future data errors.

Subtask 3.1.3 Historical Data Migration and PeoplePlus Decommissioning

As of the "Go Live" date of the IBC FPPS, PeoplePlus will no longer process personnel transactions; and IBC FPPS will be the system of record for Human Resources data. The repository for all Human Resources data prior to the "Go Live" date will be PeoplePlus. The contractor shall follow the approach that the Government has selected to migrate all PeoplePlus data to the Datamart, in accordance with the established schedule. The effort will include "cleansing" of the data to ensure successful acceptance by Datamart. The contractor shall identify the most effective method of data cleansing which may require adjustments to data or processing in PeoplePlus. The contractor shall execute those steps that will ensure a successful migration.

Utilize the conversion program developed in 3.1.1 to populate history in Datamart. This task requires a pay period end, snapshot file for the periods covering July 2001 to conversion or any other defined date. Other data conversion files may be required if the Agency implements an internal Performance Management and Learning Management System prior to the migration.

Identify options for PeoplePlus decommissioning, develop a detailed decommissioning plan, and execute the decommission plan if the scheduled "Go Live" date is met.

Overall throughout HR LoB all functional designs shall consider user needs and characteristics, EPA policies, requirements from the data suppliers, and best practices from industry for similar systems. The Contractor shall work with other offices in EPA (i.e. Office of Chief Financial Officer (OCFO) and Office of Environmental Information (OEI)), and the IBC as appropriate to ensure that user interface designs shall be designed and documented in conformance with EPA standards. EPA understands usability testing to be important to ensure a successful user interface design; the Contractor is encouraged to employ usability testing of its designs as appropriate.

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The Contractor shall ensure that all migration software and related interface software is fully documented and such documentation remains current and appropriate for each system. Test activities including EPA and SSC technical and user acceptance testing, shall be planned and implemented. Configuration management and version control shall be rigorously enforced on all components of the PeoplePlus application.

Subtask 3.1.4 Pre-implementation Development of Datamart Reports and Interfaces

The contractor shall develop reports in the IBC Datamart that correspond with current standard reports that are executed against PeoplePlus and the HRACTS system. OHR/ITD will provide information regarding the content of the HRACTS system, if HRACTS reports are required. The contractor shall access the Datamart documentation and Datamart models and develop reports. The reports will be reviewed by OHR/ITD for completion and will be prepared for migration into the production environment upon migration.

The contractor shall also conduct appropriate analysis and develop interfaces/reports that are required to share information with other Agency systems. OHR/ITD will identify these interfaces/reports and work with the contractor to identify the best approach. The report analysis is ongoing and reports will only be required if Datamart does not already provide them. Up to 5 requests for interfaces are estimated during the base year, of which a few may be satisfied by creating a Datamart report, as determined by EPA. The contractor shall work in concert with OHR/ITD as expertise is established within the Government. Coordination and timeframes will be established by OHR/ITD based upon priorities and coordination with IBC.

Subtask 3.1.5 Cut-over Checklist

The implementation steps to the HR LoB require precise synchronization in the hand-off between the current PeoplePlus system and the HR LoB suite of systems at the point of migration. The contractor shall develop a detailed checklist of all tasks that includes dates, times, responsible parties, i.e. OARM, OCFO, OEI, IBC and any documentation to successfully execute the cut-over. The development of the checklist will be based upon OHR/ITD and contractor discussion and determination, and the contractor shall develop the final checklist. The contractor shall also perform the steps that are required for those processes that are managed by OHR/ITD and provide management of the overall checklist and performance against it. Coordination and timeframes will be established by OHR/ITD based upon priorities and coordination with other affected parties.

Subtask 3.1.6 Support for the Historical PeoplePlus System

Upon successful migration to the IBC systems, EPA must maintain the repository of PeoplePlus HR data in order to do the analysis to prepare it for the migration to Datamart and to provide reporting capability until such time as the historical data migration is complete. The repository must also be available in the event that troubleshooting for Agency employees requires access to PeoplePlus data.

This sub-task addresses the establishment of the PeoplePlus repository for the HR data on the development hardware and software located in Washington DC, support for the environment and the database, and development of an access method, if required, for help desk agents or others as defined by OHR/ITD, and will be determined by OHR/ITD based upon business need. The contractor shall ensure all HR data on the production PeoplePlus system at the time of migration is resident in the repository, establish access to this repository as defined by OHR/ITD, maintain the database so that is available for

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help desk agents and reporting needs, and provide the technical support for the hardware and software of the repository's operating environment to ensure it is operational and available for use. Coordination and timeframes will be established by OHR/ITD based upon priorities, business needs, and coordination with other affected parties. Primary responsibilities include hardware and software administration, security access and environment governance support, environment buildout refresh (Maintain a GOLD MASTER Archived copy environment and create a separate environment for historical reporting/ analysis needs), create IBC Interfacing secure channels for historical data transmissions and application of critical patches and bundles. Key required skills are Database Administration, UNIX and AIX Administration, and PeopleSoft 8.3/8.22 experience. The contractor shall also provide analytical and migration support for a long term archival solution to a virtual environment.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

0003

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

PR-OARM-14-00437

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

UNISSANT, INC.

12310 PINECREST ROAD

SUITE 202

(b)(4)

RESTON VA 201911653

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
EP-W-14-002

10B. DATED (SEE ITEM 13)

11/26/2013

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

X

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is accounting changes only - to combine the lines of accounting, as further described in Attachment A dated 7/24/2014.

Max Expire Date: 11/30/2015

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Buyer changed

from Jennifer Scharrer

to Brent Maravilla

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Brent Maravilla

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

| | | |
|---------------------------|---|-------------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0003 | PAGE 2 OF 2 |
|---------------------------|---|-------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR ACCOUNTING CODE: 13-T-85AR-ZZZGF5-2512-LHCMSC00-14854AR002-001 Account code changed from 13--T-85AR-ZZZGF5-2512-LHCMSC00--14854AR002-001 to 13-T-85AR-ZZZGF5-2512-LHCMSC00-14854AR002-001 Percent changed from .03003 to .02621</p> <p>CHANGES FOR ACCOUNTING CODE: 13-T-85TH-ZZZGF5X57-2512-LHCM00HO-14854AR002-006 Account code changed from 13--T-85TH-ZZZGF5X57-2512-LHCM00HO--14854AR002-006 to 13-T-85TH-ZZZGF5X57-2512-LHCM00HO-14854AR002-006 Percent changed from 7.70001 to 6.71954</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR010-004 Percent changed from .15163 to .13232</p> <p>CHANGES FOR ACCOUNTING CODE: 13-TC-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-001 Percent changed from .03059 to .0267</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-003 Percent changed from .04715 to .04115</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR011-004 Percent changed from 4.66809 to 4.07368</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR011-005 Amount changed from \$545.34 to \$0.00 Percent changed from .0238 to 0</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR011-006 Amount changed from \$53,989.54 to \$0.00 Percent changed from 2.35574 to 0</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

| | | | | | | | | | | | | | | | |
|--|---|------------------------------------|--|---|--|--------------------------------|--|-----------|--|--|---|--|--|---|---|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 3 | | | | | | | | | |
| 2. AMENDMENT/MODIFICATION NO. 0004 | | 3. EFFECTIVE DATE See Block 16C | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-14-00596 | | 5. PROJECT NO. (If applicable) | | | | | | | | | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | | | | | | | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | | | | | | | | | |
| | | | | 9B. DATED (SEE ITEM 11) | | | | | | | | | | | |
| | | | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | | | | | | | | | | |
| | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 | | | | | | | | | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | | | | | | | | | |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS | | | | | | | | | | | | | | | |
| <input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | | | | | | | | | | | | | |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule | | | | Net Increase: | | \$650,000.00 | | | | | | | | | |
| 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14. | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td style="text-align: center;">X</td> <td>D. OTHER (Specify type of modification and authority) FAR 52.232-7 Payments under time and materials and labor hours contracts</td> </tr> </table> | | | | | | | | CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. | | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). | | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: | X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 Payments under time and materials and labor hours contracts |
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. | | | | | | | | | | | | | | |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). | | | | | | | | | | | | | | |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: | | | | | | | | | | | | | | |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 Payments under time and materials and labor hours contracts | | | | | | | | | | | | | | |
| E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office. | | | | | | | | | | | | | | | |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) | | | | | | | | | | | | | | | |
| DUNS Number: (b)(4) | | | | | | | | | | | | | | | |
| The purpose of this modification is to add incremental funding in the amount of \$650,000 to the Base Period (12/1/2013 - 11/30/2014). | | | | | | | | | | | | | | | |
| Max Expire Date: 11/30/2015 | | | | | | | | | | | | | | | |
| LIST OF CHANGES: | | | | | | | | | | | | | | | |
| Reason for Modification : Funding Only Action | | | | | | | | | | | | | | | |
| Obligated Amount for this Modification: \$650,000.00 | | | | | | | | | | | | | | | |
| New Total Obligated Amount for this Award: \$1,991,827.20 | | | | | | | | | | | | | | | |
| Incremental Funded Amount changed: from | | | | | | | | | | | | | | | |
| \$1,341,827.20 to \$1,991,827.20 | | | | | | | | | | | | | | | |
| CHANGES FOR LINE ITEM NUMBER: 1 | | | | | | | | | | | | | | | |
| Continued ... | | | | | | | | | | | | | | | |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect. | | | | | | | | | | | | | | | |
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | | | | | | | | | | | |
| | | | | Brent Maravilla | | | | | | | | | | | |
| 15B. CONTRACTOR/OFFEROR | | 15C. DATE SIGNED | | 16C. DATE SIGNED | | 16D. DATE SIGNED | | | | | | | | | |
| (Signature of person authorized to sign) | | | |  ELECTRONIC SIGNATURE | | 07/24/2014 | | | | | | | | | |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>Obligated Amount for this modification: \$650,000.00 Incremental Funded Amount changed from \$1,341,827.20 to \$1,991,827.20</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCMSC00-14854AR012-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR012-001 Quantity: 0 Amount: \$3,900.00 Percent: .17017 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCM0000-14854AR012-002 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 14854AR012-002 Quantity: 0 Amount: \$386,100.00 Percent: 16.84684 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-14854AR012-003 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Continued ...</p> | | | | |

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-002/0004PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 14854AR012-003 Quantity: 0 Amount: \$2,600.00 Percent: .11345 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-14854AR012-004 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 14854AR012-004 Quantity: 0 Amount: \$257,400.00 Percent: 11.23122 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

| | | | | | | | |
|---|--|---------------------------------|---------------------|--|------------------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 4 | | |
| 2. AMENDMENT/MODIFICATION NO. 0005 | | 3. EFFECTIVE DATE 10/20/2014 | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-14-00958 | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (x) | | | 9A. AMENDMENT OF SOLICITATION NO. |
| | | | | | | | 9B. DATED (SEE ITEM 11) |
| | | | | x | | | 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 |
| | | | | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$299,997.80
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| | D. OTHER (Specify type of modification and authority) |
| X | FAR 52.232-7 Payments under time and materials and labor hours contracts |

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to add incremental funding in the amount of \$299,997.80 to the Base Period (12/1/2013 - 11/30/2014).

Max Expire Date: 11/30/2015

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$299,997.80

New Total Obligated Amount for this Award: \$2,291,825.00

Incremental Funded Amount changed: from

\$1,991,827.20 to \$2,291,825.00

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|--|---|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | | 16B. DATE SIGNED 11/26/2013 | |
| | | ELECTRONIC SIGNATURE | |
| | | 16C. DATE SIGNED 10/20/2014 | |

| | | |
|---------------------------|---|-------------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0005 | PAGE 2 OF 4 |
|---------------------------|---|-------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Obligated Amount for this modification: \$299,997.80 Incremental Funded Amount changed from \$1,991,827.20 to \$2,291,825.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCMSC00-15855AR001-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR001-001 Quantity: 0 Amount: \$136.50 Percent: .00596 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCM0000-15855AR001-002 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR001-002 Quantity: 0 Amount: \$13,513.40 Percent: .58963 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-15855AR001-003 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Continued ...</p> | | | | |

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|---------------------------|---|-------------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0005 | PAGE 3 OF 4 |
|---------------------------|---|-------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR001-003 Quantity: 0 Amount: \$613.50 Percent: .02677 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-15855AR001-004 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR001-004 Quantity: 0 Amount: \$60,736.05 Percent: 2.65012 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR001-005 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR001-005 Quantity: 0 Amount: \$157,498.85 Percent: 6.8722 Subject To Funding: N Payment Address:</p> <p>Continued ...</p> | | | | |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 14-15-B-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR001-006</p> <p>Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR001-006 Quantity: 0 Amount: \$67,499.50 Percent: 2.94523 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

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|---|--|-------------------|---------------------|---|---------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES | | |
| | | | | | 1 6 | | |
| 2. AMENDMENT/MODIFICATION NO. | | 3. EFFECTIVE DATE | | 4. REQUISITION/PURCHASE REQ. NO. | | 5. PROJECT NO. (If applicable) | |
| 0006 | | See Block 16C | | PR-OARM-14-01024 | | | |
| 6. ISSUED BY | | CODE | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| HPOD | | | | | | | |
| US Environmental Protection Agency | | | | | | | |
| Ariel Rios Building | | | | | | | |
| 1200 Pennsylvania Avenue, N. W. | | | | | | | |
| Mail Code: 3803R | | | | | | | |
| Washington DC 20460 | | | | | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| UNISSANT, INC. | | | | | | | |
| 12310 PINECREST ROAD | | | | 9B. DATED (SEE ITEM 11) | | | |
| SUITE 202 | | | | | | | |
| (b)(4) | | | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. | | | |
| RESTON VA 201911653 | | | | EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) | | | |
| | | | | 11/26/2013 | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$650,000.00
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| X | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000) |
| | D. OTHER (Specify type of modification and authority) |

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 11/30/2015

The purpose of this modification is to (1) edit clause FAR 52.217-9 option to extend the term of the contract, and (2) exercise option period I of the contract (12/01/2014 - 11/30/2015).

LIST OF CHANGES:

Reason for Modification : Exercise an Option
 Total Amount for this Modification: \$0.00
 New Total Amount for this Version: \$1,999,998.80
 New Total Amount for this Award: \$4,291,823.80
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|--|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | |
| | | Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16C. DATE SIGNED | |
| (Signature of person authorized to sign) | | 11/25/2014 | |

NSN 7540-01-152-8070
 Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
 Prescribed by GSA
 FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Obligated Amount for this Modification: \$650,000.00 New Total Obligated Amount for this Award: \$2,941,825.00 Incremental Funded Amount changed: from \$2,291,825.00 to \$2,941,825.00 CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$650,000.00 Incremental Funded Amount changed from \$0.00 to \$650,000.00 Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCMSC00-15855AR006-001 Beginning Fiscal Year 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR006-001 Quantity: 0 Amount: \$295.75 Percent: .01479 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85AR-ZZZGF5-2512-LHCM0000-15855AR006-002 Beginning Fiscal Year 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR006-002 Quantity: 0 Amount: \$29,279.25 Percent: 1.46396 Subject To Funding: N Payment Address:</p> <p>Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0006 | PAGE 3 | OF 6 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCMSC00-15855AR006-003 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR006-003 Quantity: 0 Amount: \$1,329.25 Percent: .06646 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-LHCM0000-15855AR006-004 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR006-004 Quantity: 0 Amount: \$131,595.75 Percent: 6.57979 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR006-005 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0006 | PAGE 4 OF 6 |
|---------------------------|---|-------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | DCN-LineID 15855AR006-005 Quantity: 0 Amount: \$27,071.00 Percent: 1.35355 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 15-T-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR006-006 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR006-006 Quantity: 0 Amount: \$314,179.00 Percent: 15.70896 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR006-007 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR006-007 Quantity: 0 Amount: \$146,250.00 Percent: 7.3125 Subject To Funding: N Payment Address: Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Continued ... | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
| | EP-W-14-002/0006 | 5 | 6 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US | | | | |

| | | | | | | | |
|---|--|---------------------------------|---------------------|--|----------------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 4 | | |
| 2. AMENDMENT/MODIFICATION NO. 0007 | | 3. EFFECTIVE DATE 04/08/2015 | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-15-00332 | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) CODE | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| | | | | 9B. DATED (SEE ITEM 11) | | | |
| | | | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$420,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 |

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 11/30/2015

The purpose of this modification is to add \$420,000 in incremental funding to Option Period 1 (12/01/2014 - 11/30/2015).

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$420,000.00

New Total Obligated Amount for this Award: \$3,361,825.00

Incremental Funded Amount changed: from

\$2,941,825.00 to \$3,361,825.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|----------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. DATE SIGNED 04/08/2015 | ELECTRONIC SIGNATURE |

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-002/0007PAGE OF
2 4NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$420,000.00 Incremental Funded Amount changed from \$650,000.00 to \$1,070,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-LHCMSC00-15855AR009-001 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR009-001 Quantity: 0 Amount: \$191.10 Percent: .00956 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-LHCM0000-15855AR009-002 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR009-002 Quantity: 0 Amount: \$18,918.90 Percent: .94595 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85AR-ZZZGF5-2512-LHCMSC00-15855AR009-003 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0007 | PAGE 3 | OF 4 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMS00 Cost Organization DCN-LineID 15855AR009-003 Quantity: 0 Amount: \$858.90 Percent: .04295 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85AR-ZZZGF5-2512-LCHM0000-15855AR009-004 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LCHM0000 Cost Organization DCN-LineID 15855AR009-004 Quantity: 0 Amount: \$85,031.10 Percent: 4.25156 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR009-005 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR009-005 Quantity: 0 Amount: \$220,500.00 Percent: 11.02501 Subject To Funding: N Payment Address:</p> <p>Continued ...</p> | | | | |

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|---------------------------|---|-----------|---------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0007 | PAGE 4 | OF 4 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85TH-ZZZGF5X57-2512-LHCM00HO-15855AR009-006 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR009-006 Quantity: 0 Amount: \$94,500.00 Percent: 4.725 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

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|---|--|------------------------------------|---------------------|--|----------------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 4 | | |
| 2. AMENDMENT/MODIFICATION NO. 0008 | | 3. EFFECTIVE DATE See Block 16C | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-15-00568 | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (X) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| | | | | 9B. DATED (SEE ITEM 11) | | | |
| | | | | X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$575,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 |

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 11/30/2015

The purpose of this modification is to add \$575,000 in incremental funding to Option Period I (12/01/2014 - 11/30/2015).

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$575,000.00

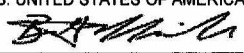
New Total Obligated Amount for this Award: \$3,936,825.00

Incremental Funded Amount changed: from

\$3,361,825.00 to \$3,936,825.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|--------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer) | 16C. DATE SIGNED 06/15/2015 |

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|---------------------------|---|----------------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0008 | PAGE OF 2 4 |
|---------------------------|---|----------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Obligated Amount for this modification: \$575,000.00 Incremental Funded Amount changed from \$1,070,000.00 to \$1,645,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-15855AR010-001 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR010-001 Quantity: 0 Amount: \$261.63 Percent: .01308 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-15855AR010-002 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR010-002 Quantity: 0 Amount: \$25,900.87 Percent: 1.29504 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-15855AR010-003 Beginning FiscalYear 14 Continued ...</p> | | | | |

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-002/0008PAGE OF
3 4NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR010-003 Quantity: 0 Amount: \$1,175.88 Percent: .05879 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85AR-ZZZGF5-2512-15855AR010-004 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR010-004 Quantity: 0 Amount: \$116,411.62 Percent: 5.82058 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 15-T-85TH-ZZZGF5X57-2512-15855AR010-005 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR010-005 Quantity: 0 Amount: \$78,487.50 Percent: 3.92438 Subject To Funding: N Continued ... | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0008 | PAGE | OF |
| | | 4 | 4 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-85TH-ZZZGF5X57-2512-15855AR010-006 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR010-006 Quantity: 0 Amount: \$352,762.50 Percent: 17.63814 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources (OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

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| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 4 | |
| 2. AMENDMENT/MODIFICATION NO. 0009 | | 3. EFFECTIVE DATE See Block 16C | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-15-00926 | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | 7. ADMINISTERED BY (If other than Item 6) CODE | | 5. PROJECT NO. (If applicable) | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | 9B. DATED (SEE ITEM 11) | |
| CODE (b)(4) FACILITY CODE | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | 10B. DATED (SEE ITEM 13) 11/26/2013 | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$354,993.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 |

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to add \$354,993 in incremental funding to Option Period 1 (12/01/2014 - 11/30/2015).

Max Expire Date: 11/30/2015

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$354,993.00

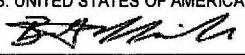
New Total Obligated Amount for this Award: \$4,291,818.00

Incremental Funded Amount changed: from

\$3,936,825.00 to \$4,291,818.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|--------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer) | 16C. DATE SIGNED 09/03/2015 |

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|---------------------------|---|-----------|---------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0009 | PAGE 2 | OF 4 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Obligated Amount for this modification: \$354,993.00</p> <p>Incremental Funded Amount changed from \$1,645,000.00 to \$1,999,993.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-15855AR011-001 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR011-001 Quantity: 0 Amount: \$15,990.66 Percent: .79953 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85TH-ZZZGF5X57-2512-15855AR011-002 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR011-002 Quantity: 0 Amount: \$48,456.55 Percent: 2.42283 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-15855AR011-003 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0009 | PAGE | OF |
| | | 3 | 4 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 15855AR011-003 Quantity: 0 Amount: \$161.52 Percent: .00808 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85TH-ZZZGF5X57-2512-15855AR011-004 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 15855AR011-004 Quantity: 0 Amount: \$217,788.20 Percent: 10.88942 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85AR-ZZZGF5-2512-15855AR011-005 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 15855AR011-005 Quantity: 0 Amount: \$71,870.11 Percent: 3.59351 Subject To Funding: N Payment Address:</p> <p>Continued ...</p> | | | | |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 15-16-B-85AR-ZZZGF5-2512-15855AR011-006</p> <p>Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMS00 Cost Organization DCN-LineID 15855AR011-006 Quantity: 0 Amount: \$725.96 Percent: .0363 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

0010

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

UNISSANT, INC.

12310 PINECREST ROAD

SUITE 202

(b)(4)

RESTON VA 201911653

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.
EP-W-14-002

10B. DATED (SEE ITEM 13)

11/26/2013

CODE

(b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

X

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

FAR 52.217-8 Option to Extend Services

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 12/14/2015

The purpose of this modification is to extend the period of performance until 12/14/2015.

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Period Of Performance End Date changed from 30-NOV-15 to 14-DEC-15

Maximum Potential Expiration Date changed to: 12/14/2015

CHANGES FOR LINE ITEM NUMBER: 2

End Date changed from 30-NOV-15 to 14-DEC-15

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Brent Maravilla

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

ELECTRONIC
SIGNATURE

16C. DATE SIGNED

11/30/2015

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
| | EP-W-14-002/0010 | 2 | 2 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US | | | | |

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|---|--|------------------------------------|---------------------|--|----------------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES 1 5 | | |
| 2. AMENDMENT/MODIFICATION NO. 0011 | | 3. EFFECTIVE DATE See Block 16C | | 4. REQUISITION/PURCHASE REQ. NO. PR-OARM-16-00013 | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 | | CODE HPOD | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) UNISSANT, INC. 12310 PINECREST ROAD SUITE 202 (b)(4) RESTON VA 201911653 | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| | | | | 9B. DATED (SEE ITEM 11) | | | |
| | | | | x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) 11/26/2013 | | | |
| CODE (b)(4) | | FACILITY CODE | | | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$233,333.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
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| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.217-8, FAR 52.232-7 |

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 12/14/2015

The purpose of this modification is to (1) extend the period of performance until 02/29/2016, (2) increase the ceiling by \$498,000, (3) add \$233,333 in incremental funding to Option Period I (12/1/2014 - 02/29/2016), and (4) to appoint Sharon Hilliard (202.564.0969 Hilliard.Sharon@epa.gov) as COR and Patrina Lucas (202.564.2705 Lucas.Patrina@epa.gov) as ACOR.


LIST OF CHANGES:

Reason for Modification: Other Administrative Action

Period Of Performance End Date changed from 14-DEC-15 to 29-FEB-16

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|---|--------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer) | 16C. DATE SIGNED 12/01/2015 |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0011 | PAGE OF 2 5 |
|---------------------------|---|----------------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Total Amount for this Modification: \$498,000.00 New Total Amount for this Version: \$2,497,998.80 New Total Amount for this Award: \$4,789,823.80 Obligated Amount for this Modification: \$233,333.00 New Total Obligated Amount for this Award: \$4,525,151.00 Incremental Funded Amount changed: from \$4,291,818.00 to \$4,525,151.00</p> <p>Contracting Officer Representative changed from Patrina Lucas to Sharon Hilliard</p> <p>Alternate COR/Project Officer changed to : Patrina Lucas</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Option Period - POP: 12/01/2014 through 02/29/2016 NTE Labor Hours: 17,000</p> <p>Total Amount changed from \$1,999,998.80 to \$2,497,998.80 Obligated Amount for this modification: \$233,333.00 Incremental Funded Amount changed from \$1,999,993.00 to \$2,233,326.00 End Date changed from 14-DEC-15 to 29-FEB-16</p> <p>CHANGES FOR DELIVERY LOCATION: OARM/OHR DC Amount changed from \$1,999,998.80 to \$2,497,998.80</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85TH-ZZZGF5X57-2512-16856AR001-001 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 16856AR001-001 Quantity: 0 Amount: \$143,149.80 Percent: 5.73058 Subject To Funding: N Payment Address: Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
| | EP-W-14-002/0011 | 3 | 5 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85TH-ZZZGF5X57-2512-16856AR001-002 Beginning Fiscal Year 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 16856AR001-002 Quantity: 0 Amount: \$31,849.95 Percent: 1.27502 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85AR-ZZZGF5-2512-16856AR001-003 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 16856AR001-003 Quantity: 0 Amount: \$47,239.44 Percent: 1.89109 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-85AR-ZZZGF5-2512-16856AR001-004 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0011 | PAGE 4 | OF 5 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>Cost Organization DCN-LineID 16856AR001-004 Quantity: 0 Amount: \$477.16 Percent: .0191 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-16856AR001-005 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 16856AR001-005 Quantity: 0 Amount: \$10,510.49 Percent: .42076 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-85AR-ZZZGF5-2512-16856AR001-006 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 16856AR001-006 Quantity: 0 Amount: \$106.16 Percent: .00425 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
| | EP-W-14-002/0011 | 5 | 5 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US | | | | |

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|---|--|-------------------|---------------------|---|---------------|--------------------------------|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | | PAGE OF PAGES | | |
| | | | | | 1 4 | | |
| 2. AMENDMENT/MODIFICATION NO. | | 3. EFFECTIVE DATE | | 4. REQUISITION/PURCHASE REQ. NO. | | 5. PROJECT NO. (If applicable) | |
| 0012 | | See Block 16C | | PR-OARM-16-00223 | | | |
| 6. ISSUED BY | | CODE | | 7. ADMINISTERED BY (If other than Item 6) | | CODE | |
| HPOD | | | | | | | |
| US Environmental Protection Agency | | | | | | | |
| Ariel Rios Building | | | | | | | |
| 1200 Pennsylvania Avenue, N. W. | | | | | | | |
| Mail Code: 3803R | | | | | | | |
| Washington DC 20460 | | | | | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) | | | | (x) 9A. AMENDMENT OF SOLICITATION NO. | | | |
| UNISSANT, INC. | | | | | | | |
| 12310 PINECREST ROAD | | | | 9B. DATED (SEE ITEM 11) | | | |
| SUITE 202 | | | | | | | |
| (b)(4) | | | | X 10A. MODIFICATION OF CONTRACT/ORDER NO. | | | |
| RESTON VA 201911653 | | | | EP-W-14-002 | | | |
| | | | | 10B. DATED (SEE ITEM 13) | | | |
| | | | | 11/26/2013 | | | |
| CODE | | (b)(4) | | FACILITY CODE | | | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$264,672.80
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

| | |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| X | D. OTHER (Specify type of modification and authority) FAR 52.232-7 |

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Max Expire Date: 12/14/2015

The purpose of this modification is to add \$264,672.80 in incremental funding to Option Period I (12/01/2014 - 02/29/2016).

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$264,672.80

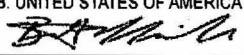
New Total Obligated Amount for this Award: \$4,789,823.80

Incremental Funded Amount changed: from

\$4,525,151.00 to \$4,789,823.80

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|--|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | |
| | | Brent Maravilla | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C. DATE SIGNED |
| (Signature of person authorized to sign) | |  (Signature of Contracting Officer) | 01/22/2016 |

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-002/0012PAGE OF
2 4NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$264,672.80 Incremental Funded Amount changed from \$2,233,326.00 to \$2,497,998.80</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-85TH-ZZZGF5X57-2512-16856AR003-004 Beginning FiscalYear 16 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 16856AR003-004 Quantity: 0 Amount: \$43,680.00 Percent: 1.7486 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-85AR-ZZZGF5-2512-16856AR003-005 Beginning FiscalYear 16 Ending Fiscal Year Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 16856AR003-005 Quantity: 0 Amount: \$14,414.40 Percent: .57704 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-85AR-ZZZGF5-2512-16856AR003-006 Beginning FiscalYear 16 Ending Fiscal Year Continued ...</p> | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-002/0012 | PAGE 3 | OF 4 |
|---------------------------|---|-----------|---------|

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Fund (Appropriation) T Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 16856AR003-006 Quantity: 0 Amount: \$145.60 Percent: .00583 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-85AR-ZZZGF5-2512-16856AR003-003 Beginning FiscalYear 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCMSC00 Cost Organization DCN-LineID 16856AR003-003 Quantity: 0 Amount: \$654.40 Percent: .0262 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-85AR-ZZZGF5-2512-16856AR003-002 Beginning FiscalYear 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 85AR Program (PRC) ZZZGF5 Budget (BOC) 2512 Job # (Site/Project) LHCM0000 Cost Organization DCN-LineID 16856AR003-002 Quantity: 0 Amount: \$64,785.60 Percent: 2.5935 Subject To Funding: N Payment Address: Continued ... | | | | |

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| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
| | EP-W-14-002/0012 | 4 | 4 |

NAME OF OFFEROR OR CONTRACTOR
UNISSANT, INC.

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | <p>NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-85TH-ZZZGF5X57-2512-LHCM00HO-16856AR003-001 Beginning FiscalYear 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 85TH Program (PRC) ZZZGF5X57 Budget (BOC) 2512 Job # (Site/Project) LHCM00HO Cost Organization DCN-LineID 16856AR003-001 Quantity: 0 Amount: \$140,992.80 Percent: 0 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Delivery Location Code: OARM/OHR DC OARM Office of Human Resources(OHR) US Environmental Protection Agency Ariel Rios Building Attn: Sharon Hilliard 1200 Pennsylvania Ave., NW Washington DC 20460 US</p> | | | | |